



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE INSURANCE EXAMINER

\$4,110 – 4,997

(Multiple Positions)

Field Examination Division

Los Angeles and San Francisco

RESPONSIBILITIES: Under general direction, the incumbent may act in a lead capacity when conducting financial examinations (audits) of insurance companies to determine their financial condition, solvency, legality and propriety of their operations; compliance with the California Insurance Code as well as Department rules and regulations. This incumbent may also be responsible for training and leading field examiners in performing financial examinations and EDP audit tasks; and perform other duties as assigned. He/she will be expected to travel in-state or out-of-state to examine the books and financial records of certain California insurance companies.

DESIRABLE QUALIFICATIONS:

- Possess accounting knowledge and experience; and experience in working with statutory financial statements.
- Possess excellent verbal and written communication skills.
- Experience in working with and possess knowledge of the California Insurance Code, Bulletins, and Title 10 of the California Code of Regulations.
- Willingness to travel and work away from the headquarters office including out-of-state travel.
- Ability to work as a team leader, being flexible and responsive to various tasks assigned.
- Experience in the use of computer application programs.

WHO MAY APPLY: Applications will be accepted from current State employees at the Associate Insurance Examiner level, employees within transfer range or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed, however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All Applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, transfer, or list eligibility) on the State application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Shari Yamamoto, Department of Insurance – Human Resources Management Bureau, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate “AIE, #251-4412-XXX” for San Francisco and “AIE, #351-4412-XXX” for Los Angeles on State application.** For additional information, please call (916) 492-3260.

FINAL FILING DATE: **October 23, 2000 or until filled**

NOTE: Interested individuals, including list eligibles, must submit applications during the filing period to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

10/3/00